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AGENDA

FOR THE

CIA CAREER COUNCIL

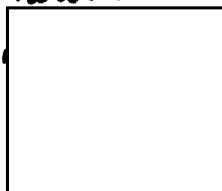
6th Meeting, Tuesday, 21 December 1954, at 4:00 P.M.
DCI Conference Room, Administration Building

Approved.

1. Minutes of the 5th meeting; (attached) for approval.
2. Consideration of overtime policy in senior grades; (attached) for discussion.
3. Classification of the application for membership in the Career Staff and of notification of ~~expectation~~ of membership; for discussion *acceptance* (background data will be distributed at the meeting).
4. Oral report of the Executive Secretary on his recent trip to Europe regarding the Career Staff Program.
5. New business.

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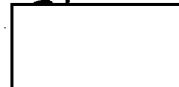
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*Baird
Amory
Wissner (Helms)
White
Kirkpatrick
Reynolds*



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** Attached*


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MINUTES


OF THE


CIA CAREER COUNCIL

6th Meeting, Tuesday, 21 December 1954, at 4:00 P. M.
DCI Conference Room, Administration Building

Present: Harrison G. Reynolds, AD/P, Chairman
Matthew Baird, D/TR, Member
Richard Helms, COPS-DD/P, Alt. for DD/P, Member
Lyman B. Kirkpatrick, IG, Member
H. Gates Lloyd, ADD/A, Alt. for DD/A, Member
 Member
Alt. for DD/I, Member
Secretary
of the General Counsel - Guest
Comptroller - Guest
of Personnel - Guest

1. The minutes of the 5th meeting of the Career Council were approved as distributed.

2. The first item for discussion was that of the desirability of a uniform policy for the payment of overtime in the senior grades. It was pointed out that Notice  of 22 October 1954 had been the subject of rather broad interpretation in various Agency components, and that individual Office policies created to implement the Notice varied to a considerable degree. It was agreed that uniform treatment of the overtime question was in the best interests of employee morale, but it was recognized that there should be no absolute limitations, other than the availability of funds, since requirements levied on personnel in certain areas of the Agency in regard to overtime work varied considerably. The Council unanimously agreed that

a. the present Agency policy be reaffirmed in regard to the granting of compensatory time off instead of overtime pay for those personnel GS-11 and above who are required to work overtime (para. 5.a.(2) of Notice  dated 22 October 1954).

b. a clarifying notice should be issued which would provide supplementary interpretation of this policy, and that such clarification follow in general the implementing instructions presently in force in the Deputy Director/Plans area. This is:

"If the individual [GS-11 and above] is in an essential position, cannot use annual leave that he has already accrued, and, therefore, would not be able to use compensatory leave, payment for overtime will be authorized by the approving authority (the Chief of a Senior Staff or Area Division). If, however, he would be able to make use of compensatory leave, the authorization for payment of overtime will generally not be given."

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c. exception should be provided for those specific activities that require continued or intermittent overtime when the granting of compensatory time off would have adverse effect upon the efficiency of the operations.

In connection with the overall problem of overtime, and the need therefor, it was pointed out that in a soundly managed organization, the only overtime that would be justified would be in instances of emergency, and that chronic use of overtime was evidence of either an inadequate T/O or of poor management of the existing workload. It was agreed that the workload should be accomplished in the normal working day, but that at present this is not always possible.

25X1 3. The Council then turned to the next item on the Agenda, that of the classification of the application for membership in the Career Staff and of the notification of acceptance of membership. It was agreed that the application was an unclassified document, but that, once signed, it should be classified SECRET. It was also agreed that any notification of acceptance in the Career Staff would likewise be classified. Further, the Council agreed that the question of classification of all personnel documents, and of overt recognition of Agency affiliation for Headquarters personnel and in certain field installations (i.e., in [] Offices) should be re-examined especially since prevailing outside knowledge and opinion concerning CIA activities has shifted in recent years. The Chairman stated that he would take action in this area in line with the Council's discussion.

4. The next subject for discussion was that of legislation for Career Service. Mr. Kirkpatrick outlined the general progress since approval of the Legislative Task Force Report last spring. Mr. [] reviewed the various proposals of the Administration, especially the so-called Durlon bill, that had a bearing on the matter, and described the preparation of alternative methods of implementing the program submission of which, to the Bureau of the Budget and to the Congress, depended in large part on the reception accorded the Administration's proposals. The Council reaffirmed the recommendations of the Legislative Task Force and requested that legislation be prepared on those portions of the program not covered by pending proposals that apply to the government generally.

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5. The meeting adjourned at 5:10 P. M.

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[]
Executive Secretary

Galt Meeting

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SIXTH CIA CAREER COUNCIL
MEETING

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